



**King County  
ADMINISTRATOR I  
PUBLIC HEALTH- SEATTLE & KING COUNTY  
South King County Medic One  
Hourly Rate Range \$20.48 - \$25.96  
Job Announcement No.: 03RM3563  
OPEN: 7/11/03 - CLOSE: 7/17/03**

**WHO MAY APPLY:** This career service position is open to all King County career service employees, executive branch regular exempt employees, and current probationary employees who achieved career service status in a previous position.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Employment Services, 999 3<sup>rd</sup> Avenue, Suite 1230, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Tracey White at (206) 296-8550 for further inquiries.  
**PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** 7064 South 220<sup>th</sup> Street Building #9, Kent, WA 98032

**WORK SCHEDULE:** This position is overtime eligible. It works a 40 hour work week; Monday through Friday; some rotating evenings and weekends.

**PRIMARY JOB FUNCTIONS INCLUDE:**

- 1) Supervise, plan, coordinate, assign, prioritize, provide directions and monitor the quality of work of administrative staff. Identify and solve work load and scheduling problems; provide assistance to staff with difficult assignments. Interview, select and train employees for positions in assigned unit; appraise employees performance and determine necessary action; coordinate and implement decisions on discipline problems and approve leaves.
- 2) Provide specialized and/or technical information and advice that requires interpretation of established policies, procedures and other relevant sources to internal and/or external customers , such as, citizens, physicians, fire and emergency departments, paramedics, law enforcement, and attorneys, over the telephone, in writing/ and/or in person.
- 3) Reference King County statutes, ordinances, contracts, and other sources involving complex subjects and specialized terminology; summarize information and prepare reports based on analyses of data and other information sources, including spreadsheets and customized data applications for payroll, personnel, budget, and contracts.
- 4) According to established King County policies and prescribed guidelines, control and/pr oversee the proper maintenance, archiving, release, and destruction of vital medical records, exhibits and/or files that may impose severe consequences on the agency if mishandled.
- 5) Determine accounting inconsistencies or errors; prepare corrections and verify accuracy of accounting reconciliation. Prepare and submit billings, including billings to other departments, divisions, vendors

and agencies. Monitor and review budget expenditures and participate in the preparation of Medic One's budget. Oversee the cash control function, accounts, and receipts, including petty cash. Ensure the accounts payable and receivable activities are in compliance with department's cash handling policies.

- 6) Act as central resource person on office procedures, practices, schedules, and services.
- 7) Participate in the planning, development and implementation of new administrative support policies and procedures. Leads in planning and providing direction.
- 8) Prepare work schedules and staffing plans, including but not limited to, year in advance paramedic scheduling of X, UMX and vacation days and hiring of overtime shift to cover vacation requests. Supervise Systems and Program Development in implementation modifications of a complex sequel server database.
- 9) PC Liaison for nine satellite facilities.
- 10) Other duties as assigned.

**QUALIFICATIONS:**

- 1) Knowledge of information - gathering techniques and principles for research assignments.
- 2) Knowledge of financial principles and practices.
- 3) Analytical skills.
- 4) Interpretive skills.
- 5) Organizational skills
- 6) Communication skills (oral and written)
- 7) Interpersonal skills.
- 8) Mathematical calculations skills.
- 9) Skill in the use of personal computer and work-related software. **Applicants will be tested on these skills.**
- 10) Ability to interpret policies and procedures.
- 11) Problem solving skills.

**DESIRED QUALIFICATIONS:** Bachelors Degree from an accredited college or university.

**NECESSARY SPECIAL REQUIREMENTS:**

- The selected candidate must pass a through background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Valid Washington State Driver's License and the ability to drive a one ton boxed truck.

**UNION MEMBERSHIP:** Local 17

**CLASS CODE: 0014 SEQUENCE NUMBER: 88-8380-0014**